



Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date: 1031/11

**Procedure EIP-5**  
**Environmental Action Plans**

Page 1 of 4  
Revision: 3.2

**PURPOSE:**

The purpose of this Environmental Implementation Procedure (EIP) is to establish a process for developing Environmental Action Plans (EAPs) that will accomplish the objectives and meet the targets previously identified (see EIP-4: Setting Objectives and Targets) and review existing EAPs. EAPs are target-specific and spell out exactly how targets will be met in a systematic manner.

**RESPONSIBILITY:**

Office of Stewardship and Compliance (OSC):

- Provide oversight and assist Bureaus develop EAPs that are aligned with and driven by the identified significant aspects/impacts, objectives and targets, NHDOT environmental goals, EMS policy, and internal and external directives.

Director/Bureau Administrator:

- Provide management support to the Bureau's EAP implementation.
- Advocate that adequate resources and time are available for personnel to implement EAPs within their established schedules.
- Advocate that personnel under their supervision are actively involved in EAP activities to support and achieve the identified objectives and targets.

Bureau EMS Coordinator:

- Lead Bureau efforts to define, implement, and track progress of EAPs.
- Create and maintain a log of the Bureau's EAP activities.

Bureau EMS Team:

- Participate in periodic sessions to monitor and review progress toward the completion of EAP action items.
- Confirm that existing and proposed EAPs are appropriate for Bureau activities.

Bureau Employees:

- Understand the relationship between EAPs and the objectives and targets that EAPs support.
- Provide information to the EMS Team about any changes in Bureau activities that could affect progress toward completion of EAPs.
- Participate in implementing EAP action items.



---

Division of Operations Environmental Implementation Procedure

Date: 1031/11

Bureau: Highway Maintenance

**Procedure EIP-5**

Page 2 of 4

**Environmental Action Plans**

---

Revision: 3.2

**DOCUMENTS AND RECORDS:**

- EIP-5-Form 5a Environmental Action Plans (EAP)

**PROCEDURE:**

1. The Bureau EMS Team selects one or more targets from the Objectives and Targets Matrix (EIP-4-Form 4a).
2. The Bureau EMS Team gathers a group of Bureau employees to outline an EAP that will achieve the target. The group should include a wide variety of employees and should take advantage of the skills and knowledge of staff beyond the EMS Team.

The Action Plan should be:

- Target-specific (i.e., having one or more action steps that lead to achievement of the target as evidenced by meeting the target's defined metrics).
  - Driven by a schedule for completion including interim and final milestones.
  - Coordinated and/or integrated with other business plans and priorities.
3. The Bureau EMS Team and action plan group identify the specific action steps needed to implement the EAP. Refer to existing business plans and procedures as a starting point for defining the action plan to avoid duplication of effort and unnecessary additional work. For instance, if part of an EAP includes an action item to provide additional staff training, look to see how that training can be incorporated into existing training programs and schedules. Each action to be taken should focus on a single activity or task to be accomplished.
  4. Using the EAP (EIP-5-Form 5a), the Bureau EMS Team and action plan group identifies each action item and its associated:
    - Roles and responsibilities of individuals
    - Schedule for implementation
    - Resource needs and availability
  5. The Bureau EMS Team and action plan group develop metrics or progress indicators (PIs) to track progress on each action. These metrics serve as benchmarks of progress





along the way toward achieving the target. They should be defined so as to facilitate later data collection in support of the target's improvement statistics.

PIs should:

- Relate directly back to significant aspects and impacts.
- Align with and provide additional data to support objectives and targets.
- Be tracked over time by the Bureau EMS Coordinator.

Where possible, PIs should also:

- Utilize existing business systems, implemented programs, and data sources.
- Be easily measured and not require excessive administrative burden to track.
- Be easily understood by staff and management.

Select PIs by reviewing existing sources of information and data (see EIP-10: Monitoring and Measurement). Establish a baseline for each PI so that progress can be measured against a specific starting point. For example, if a target is to reduce energy use by 10% over 3 years, it is important to have baseline energy data from which to calculate or estimate the 10% reduction.

Baseline data does not have to be detailed or complex. For example, a target to completely eliminate the use of styrofoam coffee cups does not require knowing the number of cups initially being used. A simpler PI could be defined to identify whether or not styrofoam cups are present in all facilities (i.e., yes or no). Progress could be tracked by periodically checking the number of facilities still using the cups versus the number of facilities that have eliminated them.

6. At least quarterly, Bureau EMS Team and OSC should review the Bureau's progress in implementing the EAP action items by reviewing changes in PIs. Data and information related to progress of each action step should be summarized, and the reasons for any lack of progress toward completion of each action should be explained and documented.
7. As actions are completed, progress toward meeting the target should also be occurring. The Bureau EMS Team should review the metrics previously defined for the target to evaluate if the Bureau remains on track to meet both the target and the broader objective for environmental improvement.



Division of Operations Environmental Implementation Procedure

Date: 10/31/11

Bureau: Highway Maintenance


**Procedure EIP-5**

Page 4 of 4

**Environmental Action Plans**

Revision: 3.2

8. PI data and target metrics should be summarized by the Bureau EMS Coordinator and presented by the Bureau EMS Team to management in the annual Management Review (see EIP-16: Management Review).
9. The Bureau EMS team reviews existing EAPs as required to confirm environmental improvement, compliance with current applicable regulations, and to evaluate the need to revise the EAP and any associated work instructions. If needed, the District EMS team members will gather groups of District staff to review the EAP and collect and compile input for consideration by the Bureau EMS team. If the Bureau EMS team determines that an existing EAP needs to be revised, the EAP returns to step 2 above and proceeds the EAP procedure.
10. All meeting minutes, worksheets, forms, correspondence, related documentation, and records generated as part of this EIP are managed by the Bureau EMS Coordinator in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.2</u>
Name _____	Revision Date: <u>10/31/11</u>
Title <u>STATE MAINTENANCE ENGINEER</u>	Supersedes
Date <u>10/31/11</u>	Revision #: <u>3.1</u>